

Job description

Job title	Catering Manager
Contract	Permanent
Hours	Up to full time
Salary	£33,000 - £35,000 (pro-rotta, depending on experience)
Service setting	Golders Green, across Jami localities and home based

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job purpose

Head Room Café is a social enterprise by the mental health charity Jami which serves fresh, vibrant middle Eastern-inspired kosher food and drink. It is a community hub, bringing awareness, education and access to mental health support to the high street.

Head Room Café is going through an exciting period of growth and we're looking for a dynamic and creative Catering Manager to oversee the smooth running of the day-to-day operations of Jami's catering services which includes overseeing all of Jami's kitchens (fully commercial and within hubs) and training staff, service users and volunteers.

The Catering Manager will be responsible for the administration, financial controls and the development of Head Room Café and Jami's catering services.

This is a creative role, we are looking for someone who is obsessed with food trends, food culture and food innovation.

Please note that this role will require regular travel and work outside of traditional working hours including evening and weekends. These hours can be taken back in Lieu.

Responsibilities

- To manage the efficient and effective day to day operations of Jami's catering services
- To implement and maintain standards including managing health and safety, food hygiene and other regulations, policies and procedures across Jami's catering services, kitchens, Head Room Café and Head Room To Go
- Review existing menus across Jami sites and update seasonally
- Plan and manage Head Room Café catering pop-ups at communal events
- Develop Head Room Café's F&B product range
- To drive new catering initiatives processes required to continually improve the service and lead on all change management
- Manage costs associated with the catering service including food, labour, sundries and wastage

Required Training and Qualifications

- Minimum level 2 Food Hygiene
- Minimum of 2 years' experience in a similar role
- Physically fit and able to carry 25kg (this is a bit odd sitting under 'knowledge and experience')
- Competent in Microsoft Office
- Sound knowledge of health & safety and food safety legislation
- Industry acumen and knowledge of external catering development and innovations
- Strong financial understanding and demonstrable budgeting management
- Must have a full drivers licence, be willing to drive a variety of company vehicles and have access to own car
- Experience and knowledge of the Jewish community and Kashrut laws (desireable)

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details please contact **Vicky Rachel** on 020 8458 2223 or email **Vicky.rachel@jamiuk.org**.

To apply for the role, please send your CV and covering letter to **recruitment@jamiuk.org**.